



REGISTRATION FORM

I, the undersigned

FULL NAME

IDENTITY NUMBER / PASSPORT NUMBER

CELL NUMBER

TEL (W)

TEL(H)

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Owner	Tenant	Pets:	Yes	No
Complex name:		Unit Number :		
Agency Name:		Lease Commencement Date		
Agent Name:		Lease Expiry Date		
Agent Contact Num:		Date		

Hereby accept the terms and conditions contained herein and agree to adhere to these strictly, timeously and with all the necessary precautions.

The following documentation was presented by me to Estate Management of the Equestria Estate Home Owners Association ("EEHOA") upon being issued with an Access tag to gain access to the Equestria Estate ("Estate").

OWNERS:

- An Identity Document / Passport
- A recent levy statement (not older than two months) OR Transfer Letter
- A vehicle license renewal certificate or proof of usage

TENANTS:

- An Identity Document/ Passport
- A credit application form
- A criminal check application form
- Confirmation of Income (Payslip)
- A valid Agreement of Lease
- A valid permit (If applicable)
- A vehicle license renewal certificate or proof of usage

I agree that in the event of any changes to the provided information in the future, I will provide the Estate Management with the details of such changes and any supporting documentation required by them.

TERMS AND CONDITIONS

A: GENERAL

- New residents must register at the Estate Management offices to obtain access to the Estate.
- The use of tags/biometric access are strictly limited to the person to whom they have been issued and may therefore not be used by anyone other than the registered user, nor may they be loaned to any other person.

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- It is an offence to assist visitors, unregistered temporary employees or any other person to gain **unauthorised** access into or out of the Estate or any Sectional Title Complex.
- All residents vehicles are required to be registered at the Estate Management office.
- Tailgating into and out of the Estate is strictly prohibited. Complexes may also reserve the right to enforce these conditions at their access gates.
- Entrance into a Sectional Title Complex for which a person does not have specific authorisation is strictly prohibited.
- Arrangements must be made at the Estate Office at least 48 (forty-eight) hours before moving in or out of the Estate or changing residences within the Estate.
- All owners/residents are bound by the Rules of the Estate(as amended from time to time). Owners/residents will ultimately be liable for the conduct of their visitors, contractors and employees, so it is their responsibility to ensure that such parties adhere to the Rules of the Estate and the respective rules of the Sectional Title Complex (where applicable) at all times.
- Owners/residents must ensure that their domestic workers and other employees do not loiter within the Estate and specifically not near high traffic areas (such as the gates, road circles, streets or intersections).

B: OWNERS:

- As per the provisions of Section 4 of the Rental Housing Act 50 of 1999, a tenant has the right to privacy at the property during the lease term. The Landlord may only exercise his or her right to inspect the property after reasonable notice to the Tenant.
- The Owner acknowledges and confirms that all Visitors, Tenants, Employees, and Service Providers will be made aware of the Estate Rules and any Sectional Title Complex Rules (where applicable).

C: AGENTS:

- Agents will only be permitted to obtain access to the Estate by prior appointment. The Agent shall furthermore be required to accompany such a prospective purchaser or Tenant to the premises personally.
- Agents are not permitted to erect "For Sale" or "Show House" or "To Let" board at the property without the prior written permission of Management of the EEHOA.

D: TENANTS:

- All new tenants or potential new tenants are required to provide the EEHOA with a credit and criminal record check; alternatively, provide to the EEHOA with a written consent to allow the EEHOA to perform a credit check and a criminal record check at least 5 (five) business days before the date of occupation.
- Only Credit Checks from a registered Credit Bureau will be accepted.
- The prospective Tenant must submit all new registration applications at least five business days before the occupation date.
- Any new tenant who refuses to provide the HOA with consent for a criminal or credit check shall not be allowed to register in Equestria Estate as a resident.
- Any foreign national tenant that wishes to register in Equestria Estate needs to provide the Equestria Estate HOA with a valid passport and a valid permit before registration.
- The Tenant acknowledges that, upon occupation of the leased premises, that he/she and his/her family, visitors, employees and servant providers shall at all times adhere to all the Rules of the EEHOA and any Sectional Title Complex (where applicable).
- When a Tenant's lease expires, the Tenant will be required to re-register by completing a new registration form and submit a new lease agreement or addendum to the previous lease agreement to the Estate Management.
- Tenants whose leases are on a month-to-month contract will be required to re-register every month by completing a new registration form.
- Tenants whose lease agreements have expired will receive a notification via e-mail by Estate Management to re-register at the Estate Management offices.
- The Tenant acknowledges that it will be his/her responsibility to register before their lease expires. The EEHOA and

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the Estate Management will not be held responsible for any damages (actual or consequential) for the Tenant failing to register and whose access tag has expired.

- Any tenant who does not re-register before their lease expires will be charged an admin fee of R250.00 (two hundred and fifty rands).

E: LEASE AGREEMENTS:

- Landlords are referred to section 14(4) of the Consumer Protection Act 68 of 2008 read with Regulation 34180 (section 5) thereto, in which fixed-term Agreements should not exceed a maximum of 24 (twenty-four) months.
- No open-ended lease agreements (agreements without any fixed termination date) will be accepted.
- Month-to-Month agreements will only be accepted when the initial lease period has expired and if the Lease Agreement specifically makes provision for the lease being on a month-to-month basis thereafter.

F: PETS:

- Pets may only be kept on properties within the Equestria x 31 development after the resident has obtained written permission from the respective Body Corporate Board of Trustees.
- Pets are not permitted to roam the streets, and dogs must be kept on a leash at all times when not in the confines of their owners' premises.
- All dogs and cats are required to be sterilised and immunised against rabies.
- Should animal excrement be deposited in any common property area or on any other owners property, the pet owner shall be responsible for the removal thereof.
- Every pet must wear a collar with a tag indicating the name, telephone number and address of its Owner.
- Pets without identification tags will be regarded as Strays and will be apprehended and handed to the SPCA.

G: USE OF TAGS:

- I accept and understand that the tag issued to me is for my personal use only and that no other person or an unregistered vehicle is allowed to use this tag.
- I accept that I will be responsible for all additional tags allocated to me, such as additional vehicle tags, pedestrian tags for children, domestic workers and co-occupants.
- If I lose my tag or it gets stolen, I understand that this must be reported to the Estate Management immediately, telephonically (079 878 8901) or via e-mail (support@equestria-estate.co.za).

I: CHANGE OF DETAILS:

- Dialling list contact numbers – only one number per person and only two numbers in total can be registered against a property.
- Any change of details regarding a vehicle or a person's contact information will require a new registration form to be completed and submitted to Estate Management within 24 hours of such change.

J ISSUING OF TAGS & BIOMETRIC ACCESS:

- New or replacement tags will **NOT** be issued to any person if any disciplinary or penalty fees are outstanding.
- A maximum of authorised tags/biometrics that may be issued are as follows:
 - Two vehicle tags/biometrics access per unit
 - Two pedestrian/biometrics access per unit
 - No person will be allowed to have more than one tag
- More than two tags/biometrics for either category will only be issued with the Sectional Title Complex trustees' written authorisation via your managing agency. Such authorisation must state the reasons for such an additional tag/biometric access.
- A vehicle tag/biometric can only be issued to the Owner or authorised user of a vehicle.
- A pedestrian tag/biometric can be issued to a person with a valid Identity Document, Passport or Birth certificate.

Initial: _____



- Both the Body Corporate and EEHOA reserves the right to decline such requests for extra tags and biometrics if they feel the proper criteria for issuing such tags or biometrics has not been made.
- Unless a registration form is duly completed and signed, no person will be allowed phone or tag/biometric access.

K REASONS FOR DISCIPLINARY FEES:

In the circumstances listed hereunder, disciplinary fees or penalties (as prescribed by the EEHOA or the relevant Sectional Title Complex will be imposed against Owners/Tenants)

- Owner/Tenants not adhering to any of the above conditions
- Damage to or abuse of equipment or misbehaviour at the gates
- Owner/Tenants adhering to the conduct rules of the Estate or your specific complex
- The disciplinary fee can be up to R10 000.00 depending on the severity thereof

L DEVICE INACTIVITY:

- If your tag is not used within three months, your tag will be deactivated.
- To reactivate your tag, please bring your tag to the management office with your ID/Passport and vehicle registration document.

M PROTECTION OF PERSONAL INFORMATION ACT

Consent, Acknowledgment and Acceptance is hereby given to the Equestria Estate HOA by me for the following conditions of personal information usage:

- I consent that Equestria Estate HOA will be authorised to obtain and, if necessary, share my personal information with any employees, security personnel, selected service providers, partners, subsidiaries and contracted third parties. The personal information obtained may be:
 - shared electronically with the parties aforementioned;
 - stored in secure storage (either on-site or online) for record-keeping purposes;
 - used to record same into the Equestria Estate HOA software systems for the purposes required to run and manage any aspect of the management process of the Estate;
 - used to communicate with me regarding any Estate information or notices.
 - used for access verification, logging and surveillance purposes;
 - used to conduct any credit or criminal background checks required by the Equestria Estate HOA;
 - retained for the duration of my residency at the Estate, and after that, for the period as required by the applicable laws at the time;
- I consent that my information may be electronically transferred and shared with the parties mentioned above, who will separately access, view and store this personal information.
- Although the Equestria Estate HOA undertake to take all reasonable steps to protect this personal information and maintain my personal information confidentiality, the Equestria Estate HOA cannot guarantee the security or integrity of any information transmitted (either electronically, verbally or in writing), and I agree that any information so submitted shall be done so at my own risk
- I acknowledge that once the Equestria Estate HOA shares any personal information to any parties mentioned above, that the Equestria Estate HOA shall not have any control over this personal information once shared and will not be responsible for the security of any personal information after that.
- Equestria Estate HOA confirms compliance with the relevant and necessary data protection laws applicable in the country from time to time and commits to applying all safety and security measures whilst this information is under its control

Thus done and Signed on this (Date) _____ at (Place) _____

Signature(owner/tenant)

Initial: _____



I hereby declare the following information to be correct and used to issue the tags/ biometrics for my unit.

Full Name/s:	ID/Passport:
Surname:	Vehicle Make:
Gender:	Vehicle Model:
Cell:	Vehicle Colour:
Email:	Vehicle Reg no:

Full Name/s:	ID/Passport:
Surname:	Vehicle Make:
Gender:	Vehicle Model:
Cell:	Vehicle Colour:
Email:	Vehicle Reg no:

Non-Resident Relative:

Name:	Cell:
Surname:	Email:

Non-tag users "Occupants" (Name & Surname):

<u>1.</u>	<u>5.</u>
<u>2.</u>	<u>6.</u>
<u>3.</u>	<u>7.</u>
<u>4.</u>	<u>8.</u>

Thus done and Signed on this (Date) _____ at (Place) _____

Signature(owner/tenant)

Initial: _____



FOR OFFICE USE ONLY:

FORM:	SERVER:
Registration form	
Additional tag requisition form	
ID/Passport	
Valid Permit	
Levy statement OR Transfer Letter	
Lease agreement	
Consent Form	
Pet registration form	

Estate Management: _____

Veh Confirmation: _____

Date: _____

Credit Check Done by: _____

Criminal Check Done by: _____